

## RECORDS TECHNICIAN

**GRADE 25**

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs responsible clerical and technical work in the operation of the Sheriff's Office Records division. Work performed under general supervision of the Records Manager.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for data entry into the Sheriff's Office database to include accident reports, incidents reports and deputy training tracking; data entry of case supplements from the patrol division into RMS; data entry of all deputy training into the DCJS database.
- Responsible for completion of monthly VCIN validation report from Virginia State Police for stolen property, missing persons, wanted persons, etc.
- Releases law enforcement records for citizens in compliance with Virginia Freedom of Information Act.
- Responsible for criminal record expungements as directed by the court system.
- Assists insurance companies and citizens with retrieval of copies of accident and/or incident reports.
- Assists federal, local agencies and businesses in completing background checks and criminal history records.
- Destroys records as mandated by the Virginia Public Records Act.
- Composes correspondence of a routine and recurring nature in accordance with established procedures.
- Gathers and enters a variety of complex data into computer system; prepares a variety of complex and specialized reports; handles confidential data and other sensitive information.
- Develops and maintains cross-referenced office files and a variety of other specialized records; sets up filing systems; sorts, indexes and files material alphabetically, numerically, geographically or by other predetermined classification.
- Operates standard office, data entry and word processing equipment; receives and processes incoming and outgoing mail.
- Notifies officers in other jurisdictions when their documents are executed and maintains accurate document and fugitive history files;
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of standard office, inventory and record keeping procedures; thorough knowledge of standard office equipment to include computer terminal, personal computers, software, calculator, copier etc.; general knowledge of laws and codes pertaining to records retention and destruction; ability to establish and maintain effective working relationships with County employees and the general public; ability to communicate effectively both orally and in writing; ability to maintain confidential records; ability to organize and attend carefully to detail; ability to follow instructions for fairly complicated tasks and exercise judgment in applying policies and procedures; ability to type and/or enter data as needed.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and 1-2 years of experience in office, inventory or records work preferably in a public safety, criminal justice or law enforcement environment.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Must pass criminal history background investigation and polygraph test. May be required to possess and maintain VCIN/NCIC certification. Must have or be able to obtain a Notary Public of the Commonwealth of Virginia certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.